Did you know that the Information Management Toolkit for Schools has been created to assist schools to manage their information in line with the current legislative frameworks?

Does your school, MAT have a:

- *Records Management Policy*
- *Records Management Programme*

Pupil Records

Do you know what information should be included in the main pupil record?

Do you know what information should be Transferred on to the next school?

Do you know how this information should be transferred?

Record Retention

Do you know which records should be retained?

Do you know the recommended retention periods for schools records?

Do you know how to safely dispose of these records?

Do you know what needs to be done with records when a school closes or amalgamates with another school in the same area?

To find out more and to access the toolkit*:*

http://www.irms.org.uk/groups/public-sector/resources/134-records-management-toolkit-for-schools

NSPCC publishes summary of key changes to Keeping Children Safe in Education (effective 5th September 2016)

Part 1: What school staff should know and do
- Early Help
- **Staff Training**
- Reporting Concerns

Part 2: Policies and Procedures
- The role of the designated safeguarding lead
- Inter-agency working
- **Online Safety**
- Peer on peer abuse
- Looked after children
- Children with special educational needs and disabilities

Part 3: Safer recruitment

To download the NSPCC detailed briefing:
https://www.nspcc.org.uk/globalassets/documents/information-service/briefing-updated-statutory-guidance-schools-england-keeping-children-safe-education-2016.pdf

Secondary Schools

Childnet's Hub for young people 11-18 is full of top tips, competitions, blogs and advice to help young people use the Internet safely, responsibly and positively

http://www.childnet.com/young-people/secondary

STOP PRESS

Following a successful pilot with 13 primary schools, the Childnet Digital Leaders Programme will be open to primary schools from next academic year. Keep an eye out on their website or email: leaders@childnet.com

Watch this space!

NB. September 2016

The UK Safer Internet Centre has published guides for education settings and filtering providers about establishing 'appropriate levels' of Filtering and Monitoring

http://www.saferinternet.org.uk/advice-and-resources/teachers-and-professionals/appropriate-filtering-and-monitoring

Does your Internet Service Provider's technology system(s) meet the national defined standards?

The UK Safer Internet Centre has published Provider Checklists to download and complete:

http://www.saferinternet.org.uk/advice-and-resources/teachers-and-professionals/appropriate-filtering-and-monitoring/provider-checklist

Cornwall Learning ceased trading on 31st March 2016. Arrangements have been made for SCOMIS to continue publishing e-Safety Newsletters . In line with Ofsted and the DfE's Keeping Children Safe in Education (Sept 2016) future newsletters will be titled 'Online Safety Newsletter'.
SCOMIS is Devon County Council's School ICT Support Services Team

Parents

Risks to children and young people using the Internet unsupervised include:

- **Accessing and/or coming across content which is inappropriate for their age and stage of development**

62% parents surveyed say age-inappropriate content is their top concern

63% of teens surveyed believe that accessing inappropriate content is an issue

- **Cyberbullying is when someone bullies others over the internet or mobile device by sending abusive emails, texts or in chatroom Conversations**

29% parents surveyed are concerned about online cyberbullying

45% secondary school students surveyed know someone who has been bullied

- **Online reputation - it is important that children and young people understand how to manage their online reputation and the impact for them of a negative online reputation**

45% of secondary school students surveyed regret things they have said online

9 years old— average age most parents surveyed talk to their children about online safety

To read more about these and other risks, visit Internet Matters website:
https://www.internetmatters.org/

Visit Childnet's Skill Centre to review two short videos for

Childnet International

MovieStar Planet and *Club Penguin*. Learn how to keep your child's skills up to date and stay safe online. Learn where to find safety tools, report buttons and other features to keep their online experience positive and enjoyable

Have you heard of these Apps?

Musical.ly allows teens to make and share 15 second music videos. These feature users lip-syncing to the latest songs provided by the app, singing their own songs or doing comedy skits.

70 million + users

Recommended age 16+

MeetMe
Parents need to know that *MeetMe* is an open network. Users can chat with **anyone** online. Lots of details are required. You can login using Facebook. Permission to use location services is requested.

Recommended age 18+

Reviews from: https://www.commonsensemedia.org

A simple and effective way to get involved with your children and their lives online is through discussion.

How to start a conversation:

1. Ask your children to tell you about the sites they like to visit and what they enjoy doing online
2. Ask them if they know about how to stay safe online. What tips can they give you and where did they learn them?
3. Ask them if they know what is okay to share and what is not okay to share?
4. Ask them if they know where to go for help, where to find the safety advice, privacy settings and how to report or block on the Apps, Games and Services they use?
5. Encourage them to help you! Perhaps they can show you how to do something better online, or do they have a friend who they could help and support?
6. Discuss how you could use the Internet as a family, what could you do together?

http://www.childnet.com/parents-and-carers/have-a-conversation

The following sites also provide guidance on how to start conversations:
https://www.internetmatters.org/
https://www.nspcc.org.uk/globalassets/documents/

Jane McFall— SCOMIS Lead Consultant for Online Safety, CEOPS Ambassador & SWGfL 360⁰ Online Safety Mark Assessor.
You can contact Jane for Online Safety advice, guidance and training @ E: Jane.Mcfall@devon.gov.uk or T: 01392 385300